

## **MVAC MINUTES – MARCH 13, 2002**

The MVAC meeting was held on February 13, 2002 at State Fleet Management. Scott Madsen started the meeting at 9:05 a.m.

In attendance: Cher Threlkeld – DOW, Dave Hause – Parks, Mary Anne Kramer – CBI, Roger Friedrich – DOHS, Bruce Burgess – DOHE, Scott Madsen – Fleet, Jim Klovas – DOC, Beth Ann Wieder – DOT, Julie Rodriquez – CDPHE, Barbara Taylor – DOHE, Owen Dean – DOT, Rob Haines – DOT, Terry Wachsmann – Fleet, Michael Stadler – DOHE, Patti Hughes – DOHE, Melissa Ingrisano – DONR, Tzyra Andreeva – DOAG, Ron Clatterbuck – Fleet, Larry Hiatt – DOHE, Kyle Shelton – CSP, Karen Griggs – CSP, Steve Conrad – DORA.

### **Vehicle Delivery Update**

No new vehicles were delivered on March 1, 2002 because of the snow. As of March 12, 2002, Fleet has received 125 vehicles out of 580. DOT would like to put their emblems on the vehicles at SFM, while they are waiting for license plates and fuel cards. SFM will call DOT and let them know when they can put the emblems on the vehicles. DOT will not be holding any vehicles over for delay turn-ins this year.

There has been no news as of yet for approval on the 2003 CBI vehicles.

### **Old Business**

- Underutilized Vehicles – SFM is waiting for approximately half of the agencies to respond to the underutilized vehicle report.
- Vehicle Coordinator Presentation Schedule – A sign up sheet was passed around the room.
- Off-Site Meeting Location Schedule – A sign up sheet was passed around the room. The off-site meeting would include a tour of the hosting agency's operation.
- Round Table and Task Force Issues –
  1. Drivers License – How does an agency verify if a driver has a current license?
  2. CARS – Is PM maintenance current, need better information in the system on vehicles.
  3. Voyager Card – Old card is canceled before a new one is received in 3-7 days.
  4. State Garage Work – Have vehicles repaired at these location when practical (location, time and dollars).
  5. Loan Reconciliation – Can the payoff of the vehicle be made after the sale of the vehicle?
  6. Can the vehicle be sold before a payoff is made?

7. Communication – Need better communication between SFM and DOR regarding the vehicles that are sold or reassigned.
8. The purchase of replacement vehicles is taking too long.
9. Is QFC canceled when the vehicle is sold?
10. Availability of seasonal vehicles.
11. Authorization on Maintenance – The mileage + or – to be approved for an oil change.
12. Vehicle Pre-Payment.
13. DOR – Need a contact person. Yvette Saiz – 303-205-5625.
14. Vendor list for add-on equipment.

### MVAC Role Statement

The MVAC Role Statement was handed out to those attending the meeting. If there are any additions, please let SFM know.

### Vision for Future of SFM

This item was tabled until the April 2002 meeting.

### Vehicle Specific PM Scheduling

The new PM schedules were implemented into CARS on March 11, 2002. There are 16 PM schedules. SFM expects to add a few more for the 2002 vehicles that are new. If anyone finds errors, contact SFM. The numbers have been taken from the manufacturer's specifications. Can the PM Schedule be sent out electronically? SFM will prepare and send out the PM schedule.

DOHS – Is the JBC changing the mileage from 100,000 to 130,000 for replacement vehicles? This is a proposal as of yet, nothing has been confirmed.

### Budget/Rate Update

SFM has not implemented any rate changes as of yet. The month of February brought in a significant amount of money (over payment). SFM will look at a possible rate change for the rest of the year. SFM does not want to over reduce the rate, if fuel goes up. SFM will send out the rate changes if any take place.

### Open Issues

- Underutilized Vehicles – What time frame did the JBC use for the report? The JBC used the data from fiscal year 2001. The JBC may request this report for every Fiscal Year. If an agency has turned in a utilization code change as part of their justification for appeals these will not be changed in CARS until the appeals process is finalized.
- The turn in date to SFM for underutilized vehicles is April 1, 2002.

- Agencies that have identified their turn-in vehicles and committed to them will not be notified again, as to when the turn in date is.
- If an agency is going through the appeals process, the vehicle may be kept until contacted by SFM.
- If the vehicle had a wrong utilization code, it may be considered for an appeal if the error was an SFM error.
- The JBC will not take the vehicle if it is the total function of an organization.

The JBC would like to get only the legitimate underutilized vehicles out of the fleet.

The meeting was adjourned at 10:30 a.m.

The vendor presentation followed the meeting. Daimler Chrysler brought in the GEM, an electric utility vehicle.